
UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

NOTICE OF POSITION VACANCY

Job Announcement No. 2010-09
No. of Vacancies: Six
Position Title: Student Intern
Grade Range: CL 22/01 to CL 22/24
Salary Range: \$27,441 - \$34,316
(\$13.19 - \$16.49 hourly)
Closing Date: April 5, 2010



Date: March 22, 2010
U.S. District Court, Northern IL
Human Resources Office, Room 1574
219 South Dearborn Street
Chicago, Illinois 60604

Website: www.ilnd.uscourts.gov

***This is a temporary position with no benefits and will not exceed 9/30/2010**

POSITION OVERVIEW

The full-time student internships are located in the Clerk's Office of the United States District Court, Northern District of Illinois. The incumbents will provide a wide range of services in the court areas of Judicial Services, Operation Services, Administrative Services, and the Computer Systems Department.

POSITION DUTIES AND RESPONSIBILITIES

Duties will depend on the assigned area located in the court.

QUALIFICATIONS

- Must have a high school diploma, a citizen of the United States, and at least 18 years of age
- Basic computer skills
- Computer Systems Department: Advance computer skills - installing software and setting up computers
- Detailed orientated
- Knowledge of copy equipment
- Ability to lift boxes in excess of 50 pounds

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 22, applicants must have a high school diploma or equivalent and has one year of general experience which is progressively responsible clerical/business experience which is in or closely related to the work of the position and demonstrates the knowledge, skill and ability to successfully perform the duties of the position.

NOTICE TO APPLICANTS

The successful candidate will be subject to a background and fingerprint check as a condition of employment. Job announcements and employment applications may be obtained by visiting the court job website at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx

Please send your application and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674

The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. The Court is a smoke-free environment.

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.